

Personnel

Payroll Regulations

**On-Call Pay**

**POLICY:**

.01 Employees specifically authorized and scheduled to be available for emergency work occurring outside their normal work hours are on a paid on-call status.

.02 **Eligibility** — To be eligible for on-call pay, individuals must ensure that they can be reached by telephone or pager during the period of on-call status and must be able to report for emergency work within the time specified by the organization (usually a minimum of 1 hour).

**NOTE:** Exempt employees do not receive approval for on-call pay status when the emergency work is occasional or intermittent.

.03 **Nonexempt Compensation** — Nonexempt employees assigned to on-call duty receive 14% of their hourly base rate for each on-call duty hour. When a nonexempt employee begins to work, on-call pay stops and call pay begins.

.04 **Exempt Compensation** — Exempt employees assigned to on-call duty receive \$40 for each 24-hour period during which they have been on-call for at least 14 hours (15 hours if working a 5/40 schedule or 13 hours if working a 4/10 schedule) during the employee's normal workweek.

**Approval**

.05 Group-level managers must approve on-call hours in advance for both nonexempt and exempt employees. The group-level office must have documentation of the approval.

**Definition**

.06 On-call time is time during which an employee is not required to be at the work location or at the employee's residence but is required to restrict activities so as to be readily contacted and be available to return to work if called.

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### PROCEDURES:

These procedures effective until further notice.

#### **Reporting On-Call Hours**

- .07 For nonexempt employees, report on-call hours minus hours called in. On-call hours are recorded for nonexempt employees on the time and effort report as "CA."
- .08 To indicate that exempt employees have met the requirement to receive the flat fee, show "EC" on the time and effort report.